

DARLINGTON BOROUGH COUNCI

RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Finance Officer
<u>GRADE :</u>	N
<u>JOB EVALUATION NO.</u>	B1624
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Finance Manager
<u>JOB PURPOSE :</u>	To contribute to a highly effective service within the Resources Finance Team involving the management, advice, guidance and co-ordination of the finances of the Council and Schools
<u>POST NO.</u>	D10105
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Assist in the development of appropriate systems and procedures for the preparation, management and review of revenue and capital budgets of the Council.
2. Prepare and provide accurate and timely financial information, reports and advice for senior managers and budget holders within the Council.
3. In liaison with service managers provide advice and support to enable the preparation of annual budgets and develop profiles of expenditure and income.
4. Provide business decision advice to managers and budget holders.
5. Co-ordination and completion of year-end returns, including working with budget holders to close annual accounts and contribute to the production of the Council's Annual Statement of Accounts
6. Assist in the development of financial and management information systems for use across the Authority and by specific groups or service managers.
7. Provide system administration support for the costing systems within the Place group.
8. Promote probity, cost effectiveness and accurate monitoring of the Council's finances, adherence to financial regulations and standing orders.
9. Assist in the process of application for, monitoring and claiming of external income, e.g. specific grants and income from other agencies.

10. Assist in the provision of information, as required, by Members, other departments, the Council's external auditors, government departments and other agencies for both internal and external reporting purposes.
11. Provide information to service managers to assist them in the production of performance indicators.
12. Promote the use of the Council's financial management system and support users in its effective operation; assist with the maintenance of the system in accordance with specified procedures and controls.
13. Assist in the delivery of financial management training as appropriate.
14. Continuously develop your own personal and professional competencies and manage your own performance in accordance with agreed objectives and targets.
15. Contribute to the continuous development of the Group and the finance function, actively participating in service planning and performance management.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
22. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: August 2018

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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Association Accounting Technicians		D
2	Part qualified CCAB Accountancy		D
3	5 GCSEs A-C or equivalent including English and Maths		D
	Experience & Knowledge		
4	Approximately 3 years' experience in a relevant financial position	E	
5	Knowledge of accounting concepts and principles	E	
6	Experience of using Financial Management systems	E	
7	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
8	Knowledge and understanding of local government finance and functions		D
9	Experience of using the Agresso financial system		D
10	Experience of relating financial information to staff from a non-financial background		D
11	Understanding costing systems and trading services		D
	Skills		
12	Ability to analyse and interpret complex information	E	
13	Effective communication skills, both written, oral and verbally to a wide range of audiences (including the ability to write clear and concise reports and presentations)	E	
14	Ability to organise work and plan tasks to meet tight deadlines	E	
15	Ability to work independently with minimal supervision	E	
16	IT literate capable of using Word/Excel and office packages	E	
17	Ability to work on own initiative or as part of a team	E	
18	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	
19	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
20	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
	Personal Attributes		
21	Commitment and enthusiasm	E	
22	Willing to expand knowledge and experience	E	
	Special Requirements		
23	To be flexible in order to cover other team members	E	
24	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	